

Employment Services

Definition

Employment Services provide intensive or ongoing supports so a HASCI Waiver participant for whom competitive employment at or above the minimum wage is unlikely can perform in a paid work setting. It may include assisting the participant to locate a job or to have a job developed specifically for him or her.

The service may be provided in a variety of work settings, particularly sites where persons without disabilities are employed. This includes a group setting, such as an enclave or a mobile work crew, or an individual job placement in the community.

Service Unit

Group - Assessment	one unit equals <u>one half (1/2) day</u> (2-3 hours)
Group - Ongoing Services	one unit equals <u>one half (1/2) day</u> (2-3 hours)
Individual - Assessment	one unit equals <u>one (1) hour</u>
Individual- Ongoing Services	one unit equals <u>one (1) hour</u>

Refer to the current HASCI Waiver rate table for reimbursement amounts. *This can be accessed via the SCDDSN Application Portal >R2D2 >View Reports >Waiver >Service Rates >HASCI.*

Service Limit / Restrictions

Employment Services may be provided through three distinct service models:

- Group - Enclave

A small group of people with disabilities (usually 8 or less) work under supervision of the provider agency onsite at a community business or industry. The provider agency contracts with the business or industry, so that the participant is paid by the provider agency. Service Limit is 500 units per year.

- Group - Mobile Work Crew

A group of people with disabilities (usually 8 or less) work under supervision of the provider agency as a self-contained business that moves among work sites. The provider agency contracts with purchasers in the community, so that the participant is paid by the provider agency. Service Limit is 500 units per year.

- Individual Job Placement

The provider agency employs a Job Coach to assist the participant with vocational assessment, skills training, competitive job development/placement, on the job training, continuing/intermittent supports for job stabilization, and follow-along. While there is no specified limit, the amount of Employment Services authorized must be justified by the participant's level of functioning, and assessed need for employment supports. Since the goal is to identify and develop ongoing natural supports to replace the Job Coach, it is anticipated that Employment Services will be reduced over time.

Providers

Employment Services funded by HASCI Waiver must be provided by a SCDDSN-contracted provider of Employment Services that operates a facility or program licensed by SCDDSN or its contracted QIO. The provider's current policies and procedures for admission and enrollment must be followed.

Arranging and Authorizing the Service

If a HASCI Waiver participant requests and is determined to need Employment Services, his or her Support Plan must clearly document the need for intensive or ongoing supports to get and/or maintain competitive employment.

Choice must be offered among available providers of Employment Services able to admit the participant. It must be clearly documented in Service Notes that choice (if available) was offered and the provider selected (or accepted).

After need for Employment Services is documented and a willing provider identified, the first step is for a time-limited Employment Services Assessment to be conducted. The participant's Support Plan must be updated to clearly reflect the name of the service and payer, the amount, frequency, and duration of the service, and the provider type. Budget information for the service must then be entered into the Waiver Tracking system (WTS) and the service entered into the Service Tracking System (STS).

To initiate the service following WTS processing, the provider must be authorized using *Authorization for Employment Services* (HASCI Form 12-ES). *This can be accessed via the SCDDSN Application Portal >Business Tools >Forms >HASCI Waiver.* A copy must be maintained in the participant's file.

After the Employment Services Assessment has been completed, it must be reviewed by the Service Coordinator. If the assessment justifies ongoing Employment Services, which may be time-limited or continuing, the participant's Support Plan must be updated to clearly reflect the name of the service, the amount, frequency, and duration of the service, and the provider type. Budget information for the service must then be entered into the Waiver Tracking System (WTS).

To initiate the service following WTS processing, the provider must be authorized using the *Authorization for Employment Services* (HASCI Form 12-ES). *This can be accessed via the SCDDSN Application Portal >Business Tools >Forms >HASCI Waiver.* A copy of the authorization form must be maintained in the participant's file.

Billing

Employment Services must be Board-billed to the participant's SCDDSN Financial Manager agency. This is indicated on the *Authorization for Employment Services* (HASCI Form 12-ES); no prior authorization number is required.

The Financial Manager agency must follow *Procedures to Report and Bill for Board-Based Services Provided to HASCI Waiver Recipients* to receive reimbursement from SCDDSN.

This can be accessed via the SCDDSN Application Portal >Business Tools >Forms >Finance Manual Chapter 10, Section 10-14.

Monitorship

The Service Coordinator must monitor provision of each HASCI Waiver service received by a participant to:

- verify the service is being provided as authorized and consistent with the service definition,
- assure the usefulness and effectiveness of the service,
- determine the participant's and/or representative's satisfaction with the service and service provider(s), and
- confirm health status and safety of the participant.

Monitorship includes:

- Contact with the participant and/or representative within two (2) weeks after beginning the service or beginning with a new provider of the service,
- Contact with the participant and/or representative at least bi-monthly (every other month),
- Contact with service providers as necessary to confirm health status and safety of the participant and appropriate provision of authorized services,
- Face-to-face visit with the participant at least every six (6) months (180 days), and
- Review of the participant's Support Plan as often as needed, but at least every six (6) months (180 days).

Monitoring contacts, face-to-face visits, and review of the participant's Support Plan must be documented in Service Notes.

Information obtained during monitoring may lead to changes in authorized HASCI Waiver services, such as increased or reduced units, change of provider, or change to a more appropriate service.

Service Denial, Reduction, Suspension, and Termination

If a HASCI Waiver participant is denied a service that was requested or denied an increase in units of a service already authorized, the Service Coordinator must provide written notification to the participant or legal guardian, including reason for denial. Information concerning SCDDSN Reconsideration and SCDHHS Appeal must also be provided.

If a participant's authorized units of a HASCI Waiver service must be reduced, temporarily suspended, or indefinitely terminated, the Service Coordinator must provide written notification to the participant or legal guardian, including reason for the action. Information concerning SCDDSN Reconsideration and SCDHHS Appeal must also be provided.

Except when the action was requested by the participant or legal guardian or if the action is due to the participant's death, admission to a hospital or nursing facility, or loss of Medicaid and/or HASCI Waiver eligibility, there must be at least 10 calendar days between the date of notification and effective date of the action.

Written notification to the participant or legal guardian is made using the following forms, which are also used to notify each affected service provider of the action:

- *Notice of Denial of Service* (HASCI Form 11C)
- *Notice of Reduction of Service* (HASCI Form 11A)
- *Notice of Suspension of Service* (HASCI Form 11B)
- *Notice of Termination of Service* (HASCI Form 11)

These can be accessed via the SCDDSN Application Portal>Business Tools>Forms>HASCI Waiver.

When the action becomes effective, the participant's Support Plan must be updated and budget information in the Waiver Tracking System (WTS) must be adjusted accordingly. For service reduction or termination, excess or unused units must be deleted from the budget.

Service information in the Service Tracking System (STS) must be updated as necessary.